

STATE OF ALASKA

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES SOUTHEAST REGION CONSTRUCTION SECTION

SEAN PARNELL, GOVERNOR

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DATE: December 11, 2009

ATTN: Mr. David Heeter, Asst. Secretary
SECON
Box 32159
Juneau, Alaska 99803

Coffman Cove Paving
Project No. HPRM-0003(124)/
DC-225-06/DC-396-08
Project No. 69099

RE: Preconstruction Conference
Submittals

Mr. Heeter,

Congratulations on your award of the contract for the Coffman Cove Paving project. Article 108-1.03 of the Specifications requires a Pre-Construction Conference prior to commencing work. At least five days prior to the conference, you are to submit the following items of information:

1. Progress Schedule
2. List of Subcontractors and Material Suppliers
3. Construction Phasing Plan, as required under Subsection 643-1.05.
4. Quality Control Plan, as required under Subsection 106-1.03.
5. Letter designating the Contractor's project superintendent, defining that person's responsibility and authority, and providing a specimen of their signature.
6. Letter designating the Contractor's EEO and DBE officers and their responsibilities and authority.
7. Letter designating a Safety Officer, and designating that person's responsibilities and authority.

In addition to the above documentation, specification Section 641 requires submittal of the HMCP, SWPPP and the SPCC documents, at least 14 days prior to the Pre-Construction Conference. Please address questions in this area with Art Dunn of our staff (465-1812).

The Department has yet to assign a Project Engineer for this project. In the meantime, direct all issues to me including coordination of a pre-construction conference date. I look forward to working with you on this project.

Sincerely,



Maureen A. Hansen, PE
Construction Project Manager, Southeast Region

Cc: Project Engineer